

Retention and Classification Report

Agency: Department of Heritage and Arts. Utah Commission on Service
and Volunteerism (2802)
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Records Officer Geoffrey Fattah

25310 AmeriCorps grant records
25638 *Brigham Young University public relations senior project boo
25475 Public relations videos

AGENCY: Department of Heritage and Arts. Utah Commission on Service and Volunteerism

SERIES: 25310

3

TITLE: AmeriCorps grant records

DATES: 1994-

ARRANGEMENT: Chronological by grant year.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document AmeriCorps grants, programs and contracts with the State of Utah. Information within these files covers the scope of work, standard terms and conditions, agreed upon terms, and the budget used throughout the program year. Files contain contracts, program correspondence, member enrollment forms, program financial reports, and other information required by the Corporation for National Service (AmeriCorps federal funding source).

RETENTION:

Retain 3 years after grant has expired.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

AUTHORIZED: 12/21/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until grant has expired and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Department of Heritage and Arts. Utah Commission on Service and Volunteerism

SERIES: 25310

TITLE: AmeriCorps grant records

(continued)

APPRAISAL:

Administrative Fiscal Legal

These records are regulated in accordance with CFR OMB A-110 Sec. 53 and OMB 102 Sec. 42.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Heritage and Arts. Utah Commission on Service and Volunteerism

SERIES: 25638

3

TITLE: Brigham Young University public relations senior project books

DATES: 1994-1997.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This series documents a project that was completed by senior level Brigham Young University public relations students working with the Utah Commission on Volunteers. The students examined the Utah Commission On Volunteers and made recommendations for public relations campaigns and a strategic plan. The records include statewide survey responses, campaign proposals, and project reports.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the research value of the record in documenting the history of the agency.

AGENCY: Department of Heritage and Arts. Utah Commission on Service and Volunteerism

SERIES: 25638

TITLE: Brigham Young University public relations senior project books

(continued)

AGENCY: Department of Heritage and Arts. Utah Commission on Service and Volunteerism

SERIES: 25475

3

TITLE: Public relations videos

DATES: 1994-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This record series consists of Utah Commission on Volunteers public relations videos. They include video news clips of volunteer awards, volunteer summits, Points of Light honorees, award winners, and volunteer conferences. Each year the Commission acquires 15-20 full length video tapes of local television broadcasts from a news clipping company.

RETENTION:

Retain 7 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 15, Item 10.

AUTHORIZED: 06/23/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Video recordings master: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Heritage and Arts. Utah Commission on Service and Volunteerism

SERIES: 25475

TITLE: Public relations videos

(continued)

APPRAISAL:

Administrative Historical

This historical description is based on the value of the records in documenting the activities of the Utah Commission on Volunteers.

PRIMARY CLASSIFICATION:

Public